



Punjab Government Gazette

EXTRAORDINARY

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GOVERNMENT OF PUNJAB
DEPARTMENT OF WATER RESOURCES
NOTIFICATION

The 21st April, 2025

No.17/10/2024-3IP3/165.-

- 1.0 The process of issue and closure of Technical Memos by the Department's Vigilance wing involves checking at various levels and in different offices.
- 2.0 In order to streamline the process of issuance and closure of such technical memos, a Standard Operating Procedure (SOP)/Timeline vide order no 268-280/CE/Vig dated: 06-09-2022 has been formulated and attached as Annexure-1.
- 3.0 The above said Standard Operating Procedure (SOP)/Timeline has been adopted by the department after the approval from the competent authority.

Sd/-

KRISHAN KUMAR, IAS
Principal Secretary Water Resources.

Annexure-1

**GOVERNMENT OF PUNJAB
DEPARTMENT OF WATER RESOURCES**

Order

1.0 It has been observed that the process of issue and closure of technical memos by the vigilance wing involves checking at various levels and in different offices.

2.0 It is directed that in order to streamline the process of issuance and closure of technical memos the following Standard Operating Procedure (SOP) and timelines specified below shall be adhered to;

No	Work Description	Timeline	Remarks
1.	Intimation by Concerned Xen (Field) with required documents approval	T	
2.	Checking by vigilance Team	$T+2 = T_1$	
3.	Issue of Technical Memo to field division	$T_1+3 = T_2$	
4.	Interim compliance report by field division	TN	
5.	Final bill by field Division after Completion of work.	$TN+K = T_3$	K K. is the time from start of work at site up till submission of final bill by field divisions
6.	MEMO Final Reply by Field division	$T_3+5 = T_4$	
7.	Processing by vigilance team for submission to SE office	$T_4+2 = T_5$	
8.	Processing by SE office to CE office	$T_5+1 = T_6$	
9.	Processing by CE office for filling or otherwise	$T_6+1 = T_7$	
10.	Intimation to field office regarding outcome of the technical Memos.		

No of days:-

1. Before completion of work= 5 days.
2. After completion of work Up till = filling of memo 7 days

Principal Secretary Water Resources

Endst. No. 268-280/CE/vig

Dated: 06/09/2022

A copy of the above is forwarded to all the Chief Engineers, Water Resources Department, Punjab for information.

Principal Secretary Water Resources